

**Michigan Department of Community Health
Office of Recovery Oriented Systems of Care - Prevention & Treatment Section**

**INSTRUCTIONS FOR CHAPERONES
Retailer Compliance Checks**

1. Recruit teens age 16 and 17 to be Youth Inspectors. Send a letter to their parent/guardian requesting their participation and obtaining a permission slip (see sample). Contact your teen to plan the dates and times for training and preparation, and dates and times your team will conduct this survey. For FFY 2015 **the timeframe for conducting Synar inspections is February 15 – March 15, 2014 (if the 15th is on a weekend, the deadline is the last working day prior to the 15th). The deadline for survey submission to the is March 21st, (if the 21st is on a weekend or holiday, the deadline is the last working day prior to the 21st).** Remind the teen to dress as he/she normally dresses (this includes make-up). The teen should not attempt to appear older than he/she is.
2. You are responsible for driving the teen between sites, and for the safety of the teen at all times. Seat belts must be worn. Carry the parental permission slips and emergency phone numbers with you. Arrange to pick up or drop off the teen if necessary.
3. Even though the teen will have been through a youth inspector training, discuss the procedures for conducting the compliance check with your teen. Give him/her a copy of the procedure if necessary. Make sure the youth inspector is thoroughly trained and prepared to conduct the compliance checks.
4. You will be given a set of forms for randomly selected outlets. All forms must be completed. If a compliance check cannot be completed at a particular outlet state the reason why. Also, correct any misspellings or incorrect addresses for an outlet on the form in the space provided. Be sure to fully complete and submit all paperwork.
5. Your team does not want to give the impression of being together, *nor should you announce at any time the purpose of your visit.* Survey the scene and plan your strategy for each outlet that you approach. Park out of view of the outlet clerk and enter the outlet separately. You may need to park around the corner or drop off the youth inspector a block before the outlet. You may want to browse, get gas, ask for directions, buy a pop, etc., so as not to be conspicuous. *If you notice that the outlet has an admittance policy posted that includes an age restriction that prohibits the teen from entering the outlet, do not allow the youth inspector to enter. Please instruct the youth inspector to record on the report form that he/she could not inspect the outlet because of an age restriction.*
6. The youth inspector will attempt to purchase a single pack of cigarettes, any brand selection is fine but it must be cigarettes. *[The youth inspector should not attempt to purchase any other type of tobacco such as chew, cigars, bedes, etc. Additionally, they should not attempt to purchase loosies.]* The youth inspector will try to obtain the tobacco without the clerk's assistance, but if single packs are not within reach of customers, he/she will ask the clerk for it.
7. **Witness the attempted tobacco purchase.** This is necessary to validate the results since tobacco products were not actually purchased. A consummated check (completing the

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tobacco purchase) is only conducted in the presence of a law enforcement officer capable of writing a citation.

8. The youth inspector will be truthful about his/her age if asked by the clerk. He/she will provide identification if asked for it, and reply that the tobacco is for him/herself if asked. The youth inspector should act natural and not reveal the true reason for purchasing the tobacco.
9. If the clerk refuses to sell the tobacco to the youth inspector, he/she should leave the store without argument.
10. If the clerk rings up the purchase and asks the youth inspector for the money, **this transaction is considered a successful purchase, a non-consummated buy.** The youth inspector should then state that he/she does not have enough money for the purchase and walk out of the outlet.
The youth inspector should not successfully complete the transaction and purchase of the tobacco product.
11. When leaving the outlet, do not let the clerk be aware that you and the youth inspector are together.
12. **Complete the data collection form in its entirety after leaving each outlet.** Bring a pen or pencil. *Please note that the current Synar survey form has two categories of reasons for why a compliance check was not able to be completed at an outlet: 1) one category is for an outlet that is considered **ineligible**; and 2) the second was for an outlet that **was eligible, but for some legitimate reason the inspection could not be completed.***
13. Collect all completed survey report forms and mail the original forms to the Prevention Coordinator of your Regional Coordinating Agency.
14. Do not discuss the surveys with others until all the surveys/compliance checks are completed.
15. Record mileage for reimbursement (if allowed).